

Directions for completing the FY 2014 Purchase of Service Contract and the Required Documents

DDS is sending your agency the POS Contract for Day and Residential Services from July 1, 2013 to June 30, 2016 electronically. The contract is contained in multiple PDF files. These include:

1. The POS Contract Directions and Required Forms PDF
2. The POS Contract Boilerplate PDF
3. The POS Contract Cover Page PDF (page 1)
4. The POS Contract Summary Page PDF (page 49)
5. The POS Contract Signature Page PDF (page 50)

Save, open and print all documents that come attached to this e-mail. Review carefully the POS Contract Directions and Required Forms PDF for detailed instructions for filling out the forms and documents required to be submitted with your POS Contract.

A completed POS Contract must include the following:

1. POS Contract	SUBMIT SIGNED HARD COPY TO DDS OP CENTER RESOURCE MANAGER II FOR RECEIPT BY 6/10/13
2. Consulting Agreement Affidavit 3. Gift and Campaign Contribution Certificate 4. Non-Discrimination Certification 5. Workforce Analysis Form	NEEDED TO EXECUTE CONTRACT MUST BE UPLOADED TO BIZNET BY 6/10/13
6. Corporate Resolution	SUBMIT ORIGINAL DOCUMENT WITH CONTRACT FOR RECEIPT BY 6/10/13
7. 2014 Operational Report 8. Staff Schedules	SUBMIT ELECTRONIC COPY TO DDS OP CENTER RMII FOR RECEIPT BY 6/15/13
9. Water Safety Policy 10. DOL Certificate, if applicable 11. GSE Locations, if applicable 12. Day Program Calendar, if applicable	Required, but not needed to execute Please send to Operations Center RM electronically by 6/30/13. These should be submitted electronically for inclusion in the electronic contract files directory.

In order to satisfy the legal requirement of contract execution, DDS must receive Originals of the POS Contract Boilerplate, the POS Cover Page (page 1), the POS Summary Page (page 49), the **Completed** POS Signature Page (page 50), and the Corporate Resolution. Mail to your Operations Center Resource Manager II **for receipt by June 10, 2013.**

<p>Josh Scalora Department of Developmental Services 460 Capitol Avenue Hartford, CT 06106</p>	<p>Eva Bula or Pat Jacocks Department of Developmental Services 25 Creamery Road Cheshire, CT 06410</p>
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IMPORTANT: Remember to return all documents required to execute the contract by June 10, 2013 to allow for full execution prior to June 15, 2013.

Required Document Descriptions:

Documents can be found attached to the email or on BizNet.

1. **POS Contract** – Pages 1 - 50 with the POS Cover Page (page 1), the POS Summary Page (page 49), and the POS Signature Page (page 50) comprise the contract.. ***The Contract must be signed by the Executive Director or other individual authorized through a Corporate Resolution.***
2. **Consulting Agreement Affidavit** – All agencies must complete this form. If an agency has more than one (1) consulting agreement, the provider must submit a different form for each agreement. If the agency does not have any consultant agreements, the provider must complete only the shaded section. ***The form must be signed by the Executive Director or other authorized individual and notarized. UPLOAD TO BIZNET***
 - a. The definition of consulting agreement as defined in Sec 4a-81 states: As used in this section “consulting agreement” means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of:
 - i. Providing counsel to a contractor, vendor, consultant, or other entity seeking to conduct, or conducting business with the state.
 - ii. Contacting, whether in writing or orally, any executive, judicial, or administrative office of the state, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation dispute resolution, introduction, request for information or
 - iii. Any other similar activity related to such contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provision of Chapter 10 as of the date such affidavit is submitted in accordance with the provisions of this section.”
 - b. Things to Review
 - i. **Start Date and End Date:** This is the period of time the consultant was or is hired to conduct activity as defined above to a state contract.
 - ii. **Awarding State Agency** – This should be Department of Developmental Services. It might appear to some providers that we would complete this line. This is incorrect. Once a form has been notarized, it cannot be changed.
 - iii. **Notarized Date** – ***Must be signed either before or the day of the contract signature.***

3. Gift and Campaign Contribution Certificate

- a. All the information must be completed. *The form must be signed by the Executive Director or other authorized individual and notarized. UPLOAD TO BIZNET*
- b. Things to review:
 - i. **Initial Certification** – This is the initial year of the contract and this must be checked.
 - ii. **Campaign Gifts** – All the information must be detailed for each gift. Providers may need to use more than one form.
 - iii. **Notarized Date** – *Must be signed either before or the day of the contract signature.*

4. Non-Discrimination Certification – The Non-Discrimination Resolution must be adopted by the Board of Directors before the Contract is signed. If the agency had passed the resolution last year, all that is needed is the Non-Discrimination Certification signed by the Secretary of the Board. *This must have the corporate seal, or encircled LS with the signature to indicate that the corporation does not have a seal. This must be signed by the Secretary of the Board of directors and dated on or after the POS Contract is signed. If the form chosen has a section for notarization ensure that it is notarized. UPLOAD TO BIZNET*

- a. **Acceptable** – The Board of Directors of XYZ Corporation adopted the Non-discrimination Resolution on August 8, 2009. The Executive Director signs the POS Contract on June 8, 2013. The Secretary of the Board signs the Non-discrimination Certification on June 9, 2013.
- b. **Not Acceptable** – The Executive Director signs the POS Contract on June 8, 2013. The Board of Directors of XYZ Corporation adopted the Non-Discrimination Resolution on June 16, 2010. The Secretary of the Board signs the Non-Discrimination Certification on June 7, 2013.

5. Corporate Resolution – A Corporate Resolution giving the executive director or whoever is designated by the board to sign contracts on behalf of the organization. A copy must be attached to the contract. Agencies may decide to do a new resolution each year or use an existing one from a previous year. The Corporate Resolution signed by the Secretary of the Board attesting that the resolution is still in effect. If the Secretary is not available, then a member of the Board’s executive committee may sign it. *This must have the corporate seal, or encircled LS with the signature to indicate that the corporation does not have a seal. This must be signed by the Secretary of the Board of Directors and dated after the POS contract is signed.*

Form	When Signed	When Signed	When Signed	Who Signs	Seal/Notarized
Consulting Affidavit	At or before the Contract is signed			Executive Director	Notarized
Gift and Campaign Contribution Cert.	At or before the Contract is signed			Executive Director	Notarized
POS Contract		The Contract		Executive Director	
Non-Discrimination Cert. (form C preferred)			At or after the Contract is signed	Secretary of the Board of Directors	Corp. Seal or the encircled LS if there is no Corp. Seal (Note: form C requires Notarization)
Corporate Resolution			At or after the Contract is signed	Secretary of the Board of Directors	Corp. Seal or the encircled LS if there is no Corp. Seal

Samples:

http://www.ct.gov/opm/lib/opm/cjppd/cjexternal/arra/jag_docs/sample_corporate_resolution.pdf

http://www.das.state.ct.us/Purchase/Info/Vendor_Authorization_Guidelines_Samples.pdf

6. **Workforce Analysis Form – Complete and upload to BIZNET**
7. **2014 Operational Report**
8. **Staff Schedules**

Sample:

http://www.ct.gov/dds/lib/dds/operations_center/2013/staffing_schedule_sample.xlsx

9. **Water Safety Policy**
10. **DOL Certificate** – Required for Day Programs that pay participants less than Minimum Wage.
11. **GSE Locations**
12. **Day Program Calendar**

Sample:

http://www.ct.gov/dds/lib/dds/operations_center/Day_Calendar_Sample_FY12.xlsx